

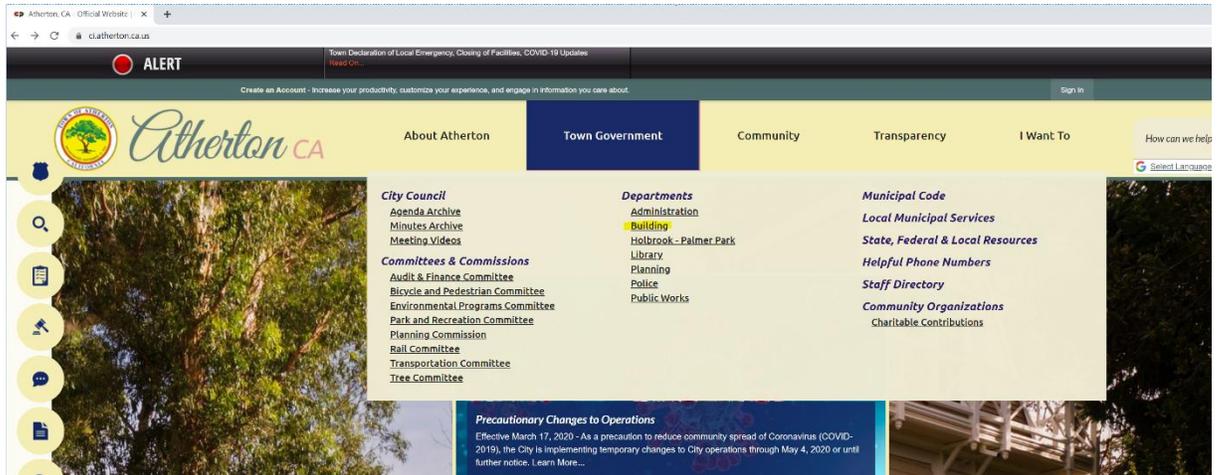


ePlan Submittal Process for Town of Atherton

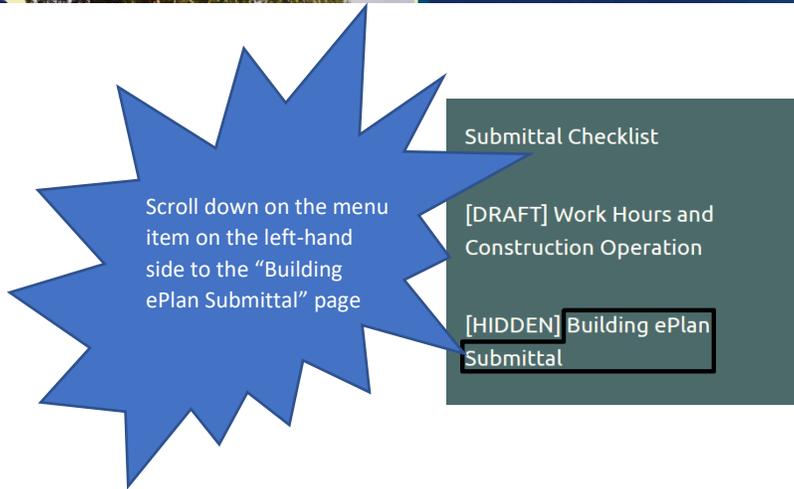
Building Department Submission

For a new submittal to the Town of Atherton Building Department:

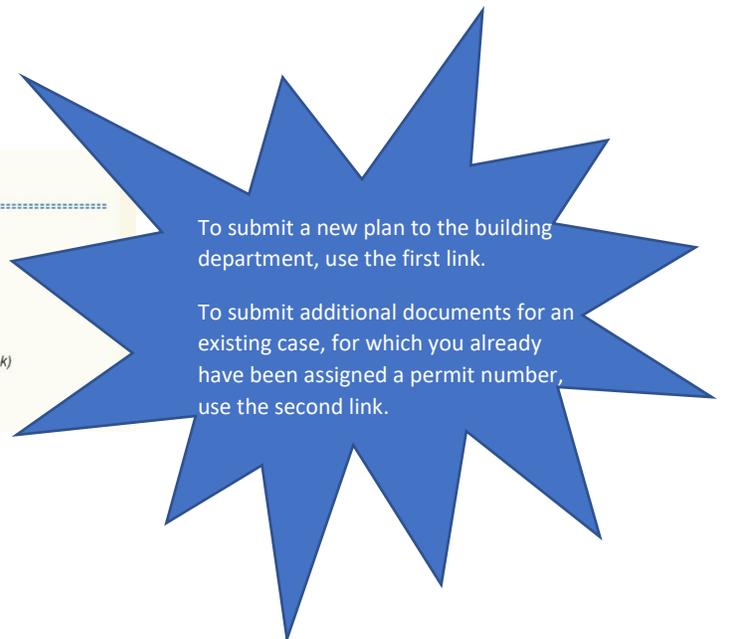
1. Browse to the Town of Atherton website (www.ci.atherton.ca.us)
2. From the Home page menu's, hover over Town Government (*do not click*) and select **Building** under *Departments*



3.



4.



5. As soon as you click on any of the links above, you will be redirected to a form as per below:

<p>Email <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Company <input type="text"/></p> <p>Address <input type="text"/></p> <p>Phone Number <input type="text"/></p> <p>Additional Info (Description of files) <input type="text"/></p>	<div style="text-align: center;"><p>Drag files here</p><p>Browse files</p></div> <div style="text-align: center; margin-top: 10px;"><input type="button" value="Upload"/></div>
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Points to consider when filling in this form:

- *Fill in all relevant details as requested*
- *For Additional info field, please describe ALL the documents that you are uploading. For example if you are attaching three (3) documents, ensure to advise what those documents are in the manner below:*

XYZ.pdf is the plan

Thfg.doc is the response to comments

Gjghh.doc is the supplement information for this case

- *Drag the files into the upload window to the right or browse to the files from the upload window and select upload.*

6. Once the files are uploaded successfully, you will be redirected to the “Thank You” page. At this time, you can close the website or continue to browse. Someone from the Town of Atherton will reach out to you regarding the information submitted.

-----THANK YOU-----